

HOUSING COORDINATOR

DEFINITION

Under general direction, organize and coordinate the City of Rocklin Housing Programs, including but not limited to Community Development Block Grant, First Time Homebuyers, General Plan Housing Element, and related Redevelopment housing programs and to perform related work as required.

CLASS CHARACTERISTICS

This is a single-position classification. The incumbent reports directly to the Community Development Director or his/her designee and may exercise technical and functional supervision over professional and clerical staff as assigned.

EXAMPLES OF DUTIES (Illustrative Only)

- Manages residential rehabilitation programs, residential community development block grant programs, residential redevelopment programs and all Housing Element programs, including inclusionary programs.
- Works closely with homeowners, landlords, contractors, developers, business owners and property owners in providing program related information and resolving concerns.
- Provides information to the public regarding housing programs, including counseling and advising applicants on program eligibility requirements, assisting applicants in preparing and processing application packages, receiving and screening applicant information, and conducting interviews and determining eligibility for housing programs.
- Certifies, recertifies and calculates tenant rents and eligible housing costs.
- Prepares ordinances to implement housing element policies.
- Conducts site visits of residential and commercial properties to ensure compliance with program requirements.
- Participates with the Director or his/her designee in contract negotiation and contractor selection for consultants and/or building projects.
- Prepares project work write ups and cost estimates for structural rehabilitation projects.
- Participates in the preparation and administration of the department budget as it relates to assigned areas.
- Prepares grant proposals, and conducts research for availability of funds to expand City's Housing program.
- Reviews and processes payments for contractors, homeowners, business owners and merchants.
- Coordinates transfer of funding at escrow company while coordinating with the City's finance division as necessary.
- Organizes and establishes detailed project files; maintains statistics for assigned programs; and prepares a variety of monthly and annual reports.
- Attends and/or makes presentations at council, interagency, committee, and other meetings and conferences.
- Acts as a liaison for the City of Rocklin with other governmental and social service agencies as required. Attends public and community meetings as a representative of the City.

QUALIFICATIONS

Knowledge of

- Pertinent Federal, State and local laws, codes and regulations related to Housing Programs.
- Principles and procedures of mortgage banking, credit, loan and escrow activities.
- Principles and practices of real estate and real property management applicable to finance, appraisal, and loan transactions.
- Operations, services and activities of a community development affordable housing program.
- Requirements and procedures of Community Development Block Grants.
- Principles and practices of policy development and implementation.
- Principles of grant application and proposal preparation.
- Contract preparation and administration.
- Research procedures and report preparation.
- Principles and procedures of record keeping.
- Budget development and implementation.
- Modern office procedures, methods, computer equipment and applications.

Skill in

- Collecting and analyzing technical and statistical information and developing complex plans and clear, concise reports.
- Interpreting, analyzing, and applying relevant laws, codes, rules, contracts, ordinances, regulations, and guidelines.
- Interpreting and explaining City affordable housing policies and procedures.
- Working with diverse groups of people.
- Negotiating disputes and differences with owners, tenants, lenders, contractors and the general public.
- Reading and interpreting building plans, blueprints and specifications.
- Negotiating contracts.
- Reviewing cost estimates and construction job specifications for housing and structural rehabilitation projects.
- Preparing clear and concise reports.
- Developing cooperative public relations with contractors, developers, business owners, and the general public.
- Working independently in the absence of supervision.
- Understanding and following oral and written instructions.
- Communicating clearly and concisely, both orally and in writing.
- Using computer technology and applications in the performance of daily activities
- Establishing and maintaining effective working relationships with those contacted in the course of

work.

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to a Bachelor's degree with major course work in urban planning, finance, public administration, business administration, or a related field and 3 years of increasingly responsible experience in professional housing program administration for a housing consulting agency, housing authority, or city planning department or related agency.

LICENSES AND CERTIFICATES

Possession of a valid California driver's license.

PHYSICAL DEMANDS

Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderately heavy weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.